

# Sample Meeting Agenda

## Welcome and Introductions

Briefly introduce yourself and allow the other members of your group to introduce themselves. Explain that this constituent meeting is about Sister Cities International and you wish to discuss the importance of SCI exchanges.

## Talking Points

Have an outline of what you would like to say during the meeting. It may be beneficial to come prepared with background materials and information that illustrates SCI's work and your local sister city program. SCI general info can be printed off SCI's website. Bring a copy for your representative or staff. Meetings range in length, with some being as short as 5-10 minutes. Make your presentation with supporting facts quickly and succinctly to allow time for questions and answers. Remember to state your "ask".

**If you do not know the answer to a question simply state that.** Tell the member that you will find the information and send it as soon as possible. Always remember to follow up.

## The Ask

After explaining Sister Cities International and presenting your local sister city exchanges, it is important to state the main purpose of the meeting – for example, asking for the representative to show their support for exchanges funding and programming.

## Staff Input

Take a moment to check in with the representative or staff member to receive their feedback. Remember to not only engage the member but allow the member to ask questions as well. This should be a dialogue, not a monologue. Listen intently to what the member says and be prepared for possible negative responses. Be certain to discuss, but not to debate. **Becoming negative in a meeting will lead to a negative process** instead of an open dialogue.

## Summary and Follow Up

Briefly summarize on the report form your understanding of the representative's opinion and what he/she intends to do. Clearly state who will be in charge of following up with the member's office, and be certain to secure staff contact names and phone number before you leave. Always thank the member or staff for his/her time.